



Department of Energy

Washington, DC 20585

July 27, 2012

MEMORANDUM FOR DISTRIBUTION

FROM: TRACY P. MUSTIN
PRINCIPAL DEPUTY ASSISTANT SECRETARY
FOR ENVIRONMENTAL MANAGEMENT

SUBJECT: Implementation of Revision 1 to the Corporate Quality Assurance Program, EM-QA-001, and Department of Energy Order 414.1D, *Quality Assurance*

This memorandum serves as a follow-up to the August 26, 2011, memorandum on implementation of Department of Energy (DOE) Order (O) 414.1D, *Quality Assurance*. As noted in the original memorandum, we are providing direction on the implementation effort and updating the field sites that the Corporate Quality Assurance Program (QAP), EM-QA-001, has been revised to:

- Incorporate changes introduced by DOE O 414.1D;
- Adopt NQA-1-2008, *Quality Assurance Requirements for Nuclear Facility Applications*, with addenda through 2009 as the consensus standard for the Office of Environmental Management (EM), with emphasis that previously approved variances and the use of NQA-1-2004 with addenda through 2007 remains acceptable;
- Enhance and update management expectations;
- Enhance discussion of Federal and Quality Assurance (QA) records;
- Add discussion of expectations for validation and verification of computer models; and
- Add Transportation QA requirements from DOE O 460.1C, *Packaging and Transportation Safety*.

The revised EM-QA-001 is attached (attachment 1) and has been reviewed, coordinated, and endorsed by the EM sites via the EM QA Corporate Board. Our Corporate Quality Policy Statement has been revised to match the changes in EM-QA-001 and is also attached (attachment 2). A copy of the revised EM-QA-001 and Corporate Quality Policy Statement can also be found online at <http://www.em.doe.gov/Pages/qualityassurance.aspx>.

The following information outlines the EM management expectations regarding effectively implementing the revised Corporate QAP. The salient attributes of our implementation approach include:

- Headquarters (HQ), field sites, and site contractors will perform a gap analysis prior to initiating implementation of the revised Corporate QAP.



- A revised site QAP and/or a revised Quality Implementation Plan (QIP) will be based on the gap analysis and reflect the mission, project life-cycle, and risk of the work scope.
- The revised QAP/QIP remains graded to nuclear/non-nuclear operations.
- EM HQ, field sites, and site contractors have the ability to tailor and grade QAP requirements.
- Revised QAPs and QIPs will be submitted to the respective approval authority for review and approval prior to implementation.

Each site and corresponding major contractor should prepare a site/project specific gap analysis. The gap analysis should be designed to identify differences between your current site QAP and the requirements of the revised Corporate QAP. Those discrepancies that you identify that are not beneficial or are too costly for your site or project to implement should be vetted through the Office of Safety, Security, and Quality Programs for exemption consideration. Once the gap analysis is completed, any discrepancies should be addressed through updating your current site QAP to meet or exceed the requirements of the Corporate QAP. Subsequently, each site project is responsible for updating their QIP to identify the procedures and documents that directly implement the applicable requirements of the updated QAP. Specific instructions for developing and approving QIPs can be found in EM-QA-001.

The effective implementation date for the EM QAP revision is December 30, 2012. Please work with the Office of Safety, Security, and Quality Programs to ensure your updated QAPs, QIPs, and/or exemption requests are submitted and approved before this date, or an approved extension is granted by the Office of Safety, Security, and Quality Programs. The technical resources of the Office of Standards and Quality Assurance are available to you to ensure that your site meets the targeted implementation date. Further, each site manager should ensure that the Federal and contractor workforce is knowledgeable of the corporate quality requirements and adequately trained to meet them. Having a knowledgeable workforce with access to the necessary resources to address quality requirements will greatly impact implementation success.

EM's priority remains to "do work safely" in concert with "doing work correctly", otherwise both safety and quality are jeopardized. The revised Corporate QAP provides a consistent approach to achieve quality across the EM complex for all mission-related work. The Office of Standards and Quality Assurance will be leading the gap analysis for HQ elements. Mr. Robert Murray, Director of Standards and Quality Assurance, will serve as the HQ point-of-contact for any questions or clarification about the implementation from our field sites.

If you have any questions, please feel free to contact me or Mr. Matthew B. Moury, at (202) 586-5151.

Attachments

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